



## COURSE BOOKING FORM

Fees cover training, course material and certification.  
Invoice issued on receipt of this form, for terms and conditions see small print

**All fees MUST BE PAID IN ADVANCE OF COURSE**

**Payment by card direct to Focus or Purchase Order and Invoice**

Course Title & Date*	Accredited Local Security Managers Specialist ALSMS
Date	Module One 5-7 February 2018 Module Two 5-7 March 2018 Module Three 2-4 April 2018
Venue*	Worcester Fownes Hotel
How did they hear of Focus?*	

Booking Contact Details:	Company Name*: Contact Name*: First Last Purchase Order No.:* Address*: Email*: Tel*: Fax*:
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Cost of Training to Client:*	£ 1,700.00 plus vat
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Course Authorised by:*	
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Invoice Address and details if different from booking details:	Company Name*: Contact Name*: First Last Address*: Email*: Tel*: Fax*:
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Name of delegate*			
	Email Contact Details*	Cost	Requirements Access/Diet
1. First Last			
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15. First Last			

**\* Must be filled in**

I have read and accept the terms and conditions overleaf.

Authorised Signature.....

Date.....

Print name .....

Return completed booking form to:

Focus Training (UK) Ltd, Basepoint Business Centre, Bromsgrove Technology Park, Bromsgrove, UK. B60 3ET

Tel: +44(0) 870 919 4745

E-mail [Info@focustraining.co.uk](mailto:Info@focustraining.co.uk)

## Small Print

### Cancellation/Postponement Policy:

We regret that a fee must be charged when confirmed bookings are cancelled. These charges are as follows:

Cancellations received 56 days or less before commencement, 50% of total course cost.

Cancellations received 35 days or less before commencement, 75% of total course cost.

Cancellations received 15 days or less before commencement, total course cost.

If you wish to transfer the course to an alternative date Focus reserves the right to make a charge of up to £300 per day for the original training days. All bookings are considered binding on receipt of the registration form.

### Addition to the number of trainees:

To be negotiated between Focus and client at least 7 days prior to the commencement of the course.

### Value Added Tax

VAT is chargeable on all training costs for courses conducted in the UK. It is currently 20.0%. However, please note that the training fee is exempt from VAT when supplied to a foreign government whilst furthering its sovereign activities. Foreign government includes a central federal government and the governments of constituent states of any independent country operating a federal system. Please note: It does not include other local, provincial or regional administrations, the central governments of other countries which are not sovereign states or state trading corporations or agencies, joint boards or committees.

However if a foreign government or its United Kingdom Embassy orders and pays for the training, it may be accepted that it is supplied directly to the foreign government even if the delegate is not its employee.

Supply of training to a foreign commercial client in a country off shore to UK will not attract UK VAT.

### Payment terms:

Payment must be made before commencement of the training or within twenty-eight days of the invoice being issued, whichever is sooner. The client will pay Focus trainers' travelling expenses and full board and accommodation, plus Value Added Tax (charged at the rate applicable on the relevant date of Focus issuing the invoice). Where the fee quoted does not include expenses, the invoice for expenses may be issued separately upon conclusion of the training. Focus reserves the right to charge interest at the rate of 8% above bank base rate for every day that payment is late.

### Incidental costs:

The client if required will pay incidental costs incurred to ensure the smooth running of the course. This may include such things as the hire of equipment that fails during the course, photocopying etc....

### Copyright on training course materials:

The copyright and all other intellectual property rights in the course materials shall remain the sole and exclusive property of Focus and/ or any person where Focus has sought the authorisation for use of copyright materials, unless specifically agreed otherwise between Focus and the current client. The client undertakes that it will not copy or permit the photocopying of course materials, nor disclose or permit the disclosure, or sell, or hire the same to third parties, nor use the same for running its own courses.

### English Language

It is strongly recommended that international delegates should be competent to British Council Band 5. However should the course be presented in the local language and an interpreter used this does not apply.

### Cancellation by Focus:

In the event of the unforeseen incapacity of the trainer(s) due to illness or accident, the training will be undertaken as soon as can practically be arranged after the original date, without financial penalty to the consultants.

### Force Majeure:

Neither party to this agreement shall be liable to the other for any loss or damage which may be suffered by the other as a direct or indirect result of the performance of its obligations being prevented, hindered, delayed or rendered uneconomic by reason of circumstances or events beyond its reasonable control, including but not limited to an Act of God, war, riot, civil insurrection, trade dispute, accident, breakdown of plant or machinery, fire, storm, flood, explosion or government action.

### Ancillary Matters:

Focus are covered by Insurance for:

Public Liability and Professional Indemnity.

In the event of a trainee instigating or affecting the arrest of any individual, Focus will not be held responsible, if that arrest is subsequently found by a Court of Law to be unlawful.